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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060037-1

Chief, Foreign Documents Division

16 January 1951

Assistant Director for Operations

Requests for Special Translation Services

REF : Memorandum dated 11 January 1951 from Chief, FDD to Assistant Director for Operations, subject: Requests for Linguistic Aid Not Within FDD's Authorization.

1. In compliance with paragraph 3 of reference memorandum, it is believed that requests of the type you indicate from Agencies normally serviced by FDD should be honored insofar as facilities, personnel and priorities will permit.
2. It is believed that recruitment of additional personnel for this specific purpose should not be considered at least until personnel now authorized in the FDD T/O are entered on duty.
3. If it is necessary to curtail normal service in order to comply with requests, the curtailment should if possible be effected so as to reduce normal service to an individual Agency or Office in proportion to the special translation service rendered that Agency or Office. In complying with the requests of the various Offices and Agencies, FDD should, when necessary, advise them that compliance will curtail the normal service rendered to that Office or Agency and request a statement of priorities within their total requirements.

GEORGE G. CAREY

LKW:aca

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